

# DIVISION OF PERMITTING & DEVELOPMENT REVIEW

## STAFF SUBMITTAL SCHEDULE FOR ITEMS ON 90 DAY REVIEW

### FOR FREDERICK COUNTY PLANNING COMMISSION 2011 & 2012

(90 Day Items: Preliminary Plats, Site Plans, Preliminary Plat Extension with Water/Sewer or Traffic APFO Tests, Planned Industrial/Commercial Plans, PUD Phase II Plans MXD Plans)

INITIAL SUBMITTAL <sup>1</sup> (2 <sup>nd</sup> Thursday)	INITIAL STAFF MEETING (Friday)	STAFF COMMENT DUE (3 week review)	FIRST TAC MEETING <sup>2</sup> (Week after comments due)	SECOND SUBMITTAL DEADLINE <sup>6,7</sup> (2 weeks from Staff comments)	STAFF COMMENT DUE (2 week review)	SECOND TAC MEETING <sup>2,4</sup> (Tentative 1 week from Staff comments)	SIGN POSTED <sup>8</sup> (Monday)	PROJECT RENDERING & THIRD SUBMITTAL DEADLINE <sup>5,6</sup> (Monday)	AGENDA ITEMS & DRAFT STAFF REPORTS DUE (Wednesday)	FINAL STAFF MEETING (Friday)	PACKETS MAILED (Tuesday)	FCPC MEETING <sup>9</sup> (2 <sup>nd</sup> Wed.)
							Site Plan & Subdivision 30-day posting					
JAN.13, 11	JAN. 21, 11	FEB. 3, 11	FEB. 7-11, 11	FEB. 17, 11	MAR. 3, 11	MAR.7-11, 11	MAR. 14, 11	MAR. 21, 11	MAR. 30, 11	APR. 1, 11	APR 6, 11	APR. 13, 11
FEB. 10, 11	FEB. 18, 11	MAR. 3, 11	MAR. 7-11, 11	MAR. 17, 11	MAR 31, 11	APR. 4-8, 11	APR. 11, 11	APR. 18, 11	APR. 27, 11	APR. 29, 11	MAY 4, 11	MAY 11, 11
MAR. 10, 11	MAR. 18, 11	MAR, 31, 11	APR. 4-8, 11	APR. 14, 11	APR. 28, 11	MAY 2-6, 11	MAY 9, 11	MAY 16, 11	MAY 25, 11	MAY 27, 11	JUNE 1, 11	JUNE 8, 11
APR. 14, 11	APR. 21 <sup>3</sup> , 11	MAY 5, 11	MAY 9-13, 11	MAY 19, 11	JUNE 2, 11	JUNE 6-10, 11	JUNE 13,11	JUNE 20, 11	JUNE 29, 11	JULY 1, 11	JULY 6, 11	JULY 13, 11
MAY 12, 11	MAY 20, 11	JUNE 2, 11	JUNE 6-10, 11	JUNE 16, 11	JUNE 30, 11	JULY 5-8, 11	JULY 13, 11	JULY 18, 11	JULY 27, 11	JULY 29, 11	AUG. 3, 11	AUG. 10, 11
JUNE 9, 11	JUNE 17, 11	JUNE 30, 11	JULY 5-8, 11	JULY 14, 11	JULY 28, 11	AUG 1-5, 11	AUG 8, 11	AUG. 15, 11	AUG. 24, 11	SEPT. 2, 11	SEPT 7, 11	SEPT. 14, 11
JULY 14, 11	JULY 22, 11	AUG 4, 11	AUG. 8-12, 11	AUG. 18, 11	SEPT 1, 11	SEPT. 6-9, 11	SEPT. 12, 11	SEPT. 19, 11	SEPT. 28, 11	SEPT. 30, 11	OCT. 5, 11	OCT. 12, 11
AUG. 11, 11	AUG. 19, 11	SEPT 1, 11	SEPT. 6-9, 11	SEPT. 15, 11	SEPT 29, 11	OCT. 3-7, 11	OCT. 10, 11	OCT. 17, 11	OCT. 26, 11	OCT. 28, 11	NOV. 2, 11	NOV. 9, 11
SEPT. 8, 11	SEPT. 16, 11	SEPT 29, 11	OCT. 3-6, 11	OCT. 13, 11	OCT. 27, 11	Oct. 31-Nov. 4, 11	NOV. 7, 11	NOV. 14, 11	NOV. 23, 11	DEC. 2, 11 <sup>3</sup>	DEC. 7, 11	DEC. 14, 11
OCT. 13, 11	OCT. 21, 11	NOV 3, 11	NOV. 7-10, 11	NOV. 17, 11	DEC. 1, 11	DEC. 5-9, 11	DEC. 12, 11	DEC. 19, 11	DEC. 28, 11	DEC. 29, 11	JAN. 4, 12	JAN. 11, 12
NOV. 10, 11	NOV. 18, 11	DEC 1, 11	DEC. 5-9, 11	DEC. 15, 11	DEC. 29, 12	JAN. 2-6, 12	JAN. 9, 12	JAN. 17, 12 <sup>3</sup>	JAN. 25, 12	JAN. 27, 12	FEB. 1, 12	FEB. 8, 12
DEC. 8, 11	DEC. 16, 11	DEC 29, 11	JAN. 2-6, 12	JAN. 12, 12	JAN 26, 12	JAN 30-FEB 3, 12	FEB. 6, 12	FEB. 13, 12	FEB. 22, 12	FEB. 24, 12	MAR.1, 12	MAR. 14, 12
JAN. 12, 12	JAN. 20, 12	FEB. 2, 12	FEB. 6-10, 12	FEB. 16, 12	MAR. 2, 12	MAR. 6-10, 12	MAR. 12, 12	MAR. 20, 12	MAR. 29, 12	FEB. 31, 12	APR. 5, 12	APR. 11, 12

**DATE** = Frederick County Government Holiday,

- 1 – Application submittals will not be accepted after 12:00 pm (noon) of the date of Initial Submittal. Applications submitted after 12:00 pm (noon) of the date of Initial Submittal will be placed on the subsequent Initial Submittal 90 Day Schedule. Applications that do not meet the Initial Submittal requirements, which are 1) minimum submission requirements per the Zoning Ordinance, Subdivision Ordinance and relevant submission checklists and 2) payment of all appropriate fees (see fee ordinance), will be deemed incomplete and will not be accepted for review. At such time all minimum submission requirements are met, the application will be placed on the subsequent or appropriate Initial Submittal 90 Day Schedule.
- 2 – Meeting dates can vary but should be scheduled within this timeframe, excluding weekends. Applicant will be notified of the time and date of the TAC meeting.
- 3 – Date has been rescheduled from normal weekday due to a holiday.
- 4 – The 2<sup>nd</sup> TAC meeting is a tentative date. A 2<sup>nd</sup> TAC meeting will be scheduled if it has been determined by the planner assign the application that there is a need to have a meeting or if the applicant and/or applicant's representative requests a meeting.
- 5 – Rendered site plans, elevations, photographs and any additional information required by the planner assign to an application are due by this date from the applicant and/or applicant's representative.
- 6 – Any plan that is not submitted by the required Resubmittal Deadline may not be accepted and may be placed on the subsequent Initial Submittal schedule by the planner assigned the application, or his/her supervisor.
- 7 – The planner assigned the application and his/her supervisor may place an application on a 60-day review cycle, if the application meets all Initial Submittal requirements (see item 1) and is not denied by any agency and are satisfactory to the planner assigned the application.
- 8 – Signs may be withheld unless the planner assigned the application, or his/her supervisor, determines that there are no substantial remaining conditions of approval and/or denials from a review agency.
- 9 – Applications may be withheld from FcPc meeting unless the planner assigned the application, or his/her supervisor, determines that there are no substantial remaining conditions of approval and/or denials from a review agency.